

UNITED STATES DEPARTMENT OF COMMERCE
STUDENT CAREER EXPERIENCE PROGRAM (SCEP)
AGREEMENT WITH

This agreement is the basis for developing mutual understanding and respective responsibilities between the Department of Commerce and a qualifying educational institution in the employment of students for the Student Career Experience Program (SCEP). The SCEP is a planned, progressive educational program that provides for the integration of a student's academic studies and Federal work experience with the potential of non-competitive conversion into the Federal career service. This agreement is consistent with guidance contained in 5 CFR Part 213, Excepted Service.

A. Academic Program (Check appropriate program)

- ☐ High School
- ☐ Associate Degree
- ☐ Undergraduate Certificate
- ☐ Baccalaureate Degree
- ☐ Graduate Degree

B. Student Eligibility

A prospective SCEP Student must:

1. Be enrolled on at least a half-time basis, and recommended by the school's
2. cooperative education official; Be at least 16 years old;
3. Be a U. S. citizen;
4. Adhere to Federal regulations on employment of relatives;
5. Meet security or fitness requirements;
6. Maintain a grade point average of 2.0;
7. Meet the qualification standards of the position;
8. Satisfy the work performance standards and scheduling requirements of the Department; and,
9. Be pursuing academic/career goals that are related to the position.

C. Appointments

Students receive appointments in the excepted service under the Schedule B Authority, Section 213.3202(b) of the civil service regulations.

Appointments may not extend beyond 120 calendar days after satisfactory completion of educational and study-related work requirements.

D. Promotions and Pay Increases

Promotions and pay increases are contingent upon the student's meeting qualification standards for the higher grade, performance management and position classification requirements of the Department, and supervisory recommendations.

E. Terminations

A student's appointment may be terminated at any time for any of the following reasons:

1. Resignation;
2. Change to a field of study that will not qualify the student for a career position in the Department;
3. Suspension, expulsion, or withdrawal from the educational institution;
4. Unsatisfactory performance;
5. Failure to maintain a grade point average of 2.0;
6. Medical disability;
7. Administrative reasons (e.g. budget constraints, misconduct, lack of work).

F. Pay and Benefits

Students are paid in accordance with established pay schedules.

Students earn sick and annual leave at rates set by Federal regulations.

Participation in the Federal Employees Retirement System is mandatory for all students.

Students are eligible for health and life insurance coverage if they hold appointments exceeding one year and expect to be in a work status at least one-third of the time before completion of the work-study program.

Payment of travel to and from the job and payment of study costs are not generally applicable to all students and so are not covered by this agreement. When authorized, such payments are subject to Federal regulations.

G. Work Schedules

Each work experience must be planned consistent with the student's academic studies or career goals and be designed to meet the minimum study-related work hours required for conversion.

Appointments may be made at any time during the year, including summer. Students may work full-time or part-time schedules.

Part-time students must satisfactorily complete the study-related work hours as described in item I.

Students must complete the Student's Work/Study Schedule Agreement, Form CD-476, before the start of each work period.

H. Performance Appraisal

Performance appraisals are required for SCEP students consistent with the Department's Performance Management System.

I. Employment After Completion of SCEP Requirements

Within 120 calendar days after completing the educational requirements, the student may be non-competitively promoted and/or converted to a career or career-conditional appointment.

To be eligible for conversion, students must have satisfactorily completed at least 640 hours of career-related work before completion of or concurrently with course requirements.

Students disqualified from continuing in the SCEP or not converted must be terminated.

J. EEO Considerations

Full consideration will be given to all qualified applicants without regard to race, color, creed, religion, national origin, sex, age, political affiliation, disability, marital status, or affiliation with an employee organization.

K. Responsibilities

1. Department of Commerce

- a) Designate a staff member to maintain liaison with the school;
- b) Inform the school of work experience opportunities and provide adequate job descriptions promptly;
- c) Establish work schedules consistent with the school's academic calendar that enable students

- to complete the SCEP;
- d) Orient the student to the Department's mission, policies and procedures;
- e) Select appointees referred by schools in accordance with EEO principles;
- f) Process all personnel actions and keep necessary records related to students;
- g) Provide progressive and diversified SCEP experiences to prepare the student for occupations in which they have an interest;
- h) Conduct appraisals and counsel students regarding their performance;
- i) Notify the school of any changes in the student's status.

2. Educational Institution

- a) Designate a representative to work with the employing office's SCEP Coordinator;
- b) Inform eligible students of employment opportunities;
- c) Refer interested and qualified candidates to the employing office without discrimination, including veterans discharged under honorable conditions;
- d) Coordinate work and study in a manner that will expand the student's educational development;
- e) Furnish the employing office with requested information related to the student's field of study and academic standing;
- f) Monitor academic progress;
- g) Inform the employing office of any change in the student's status.

3. Students

- a) Adhere to the employing office's work schedule and SCEP policies and procedures;
- b) Assume personal and professional responsibility for actions and activities;
- c) Meet academic, performance, and conduct standards established by the school and the employing office;
- d) Provide the employing office and school SCEP coordinators with periodic progress reports on the quality of work and study assignments;
- e) Notify the school and employing office of changes in their status;
- f) Complete the Student's Work/Study Schedule Agreement, Form CD-476, before the start of each work period.

L. Conditions of the Agreement

The conditions of this agreement conform to Federal regulations and are subject to change by legislation, Executive Order, Office of Personnel Management or Departmental policy. Changes which are not required by new laws or regulations will occur only by mutual consent of the agency and the institution and will be made by written amendment to this agreement.

This agreement becomes effective when signed by both parties. It will be in effect indefinitely unless terminated or if one of the following conditions are met:

- a) By mutual consent of both parties;
- b) By either party upon 30 days written notice;

- c) If there have been no students from the institution employed by the agency for a one year period.

If an existing agreement is terminated, a new agreement will be executed when student placement resumes.

M. Approvals

Approving Official Signature

Shirley Purcell
Human Resources Officer

Title

Date

Institution Official Signature

Title

Date

N. Administrative Contacts

Agency

Institution

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Name, Address & Telephone Number

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